

## Submitting an SSO in AEPACS

1. From the Dashboard on the Site Menu, click on the **As Needed** tab.
2. Find the scheduled labeled with **NPDES Sanitary Sewer Overflow (SSO) Event Report**, or **UIC Sanitary Sewer Overflow (SSO) Event Report**, as appropriate, then click **Begin**.
3. The SSO Reporting Form will open to the instructions page. Click **Begin Form Entry**.
4. Click through each section and provide the data on the SSO that is currently available. Note:
  - a. The first question in **Processing** section, is where you indicate the status of the report. Please be sure to make sure the status is updated to the correct status each time you open the report for revisions.
  - b. You must click through each section all the way to the review section.
5. If the person preparing the report is not the person that will sign it, you may exit the form after you have scrolled through the **Review** section. The SSO report will be listed on the Dashboard on the Priority tab as a **Draft** report. The signatory may the open the report from there to review and sign the report. If there report was started in error, you may also delete the draft report from the dashboard.
6. If you are the person signing the report, in the **Signing** section, you will need to click each of the certification boxes, provide your password, and provide the answer to the security/challenge question. If you cannot remember the answer to the security question, don't continue trying as you will lock up your account. Go to the ADEM Web Portal at <https://prd.adem.alabama.gov/awp> and reset your security/challenge questions as instructed in the ADEM Web Portal's User Guide at <https://prd.adem.alabama.gov/awp/documents/AWPUsersGuide.pdf>.
7. The status of the report chosen in the SSO Report will determine the next steps.
  - a. If the report was only a 24-hour report or a revised 24-hour report, the SSO Report will be shown on the **Priority** tab of the site **Dashboard** ready for it to be revised with the information necessary to make it a complete report.
  - b. If the report was a complete 5-day report, it will no longer be shown on the site **Dashboard**. If you would like to revise it, you must navigate to **Apps, Requests, and Reports** on the site menu. Then click on **Submitted Reporting Forms** in the **Assigned Forms and Schedules** section. It will appear in the list. You can then click the **View or Revise Submission** button for the report.
8. The person signing the SSO report will receive a notification that it has been successfully submitted.
9. After a 15-minute processing cycle, SSO Report submissions will be available in the site Documents tab for SSOs submitted through AEPACS.